

PLAS – O - GRAM <00-05> Task Collection in PLAS

PLAS Savants,

When PLAS 9.0.4 was unveiled, one of the new features we touted was the ability to collect work effort by tasks for short periods of time at selected organizations. Task collection enables DCMC to collect critical data at a greater level of detail than process codes afford.

Who controls the task collection feature?

Task collection efforts may be initiated by:

- the DCMC HQ Process Owner who has a process improvement project underway
- the District Staff wanting to collect data for Unit Cost drilldown analysis or process improvement
- your CAO as part of a local study

For DCMC Process owners, the PLAS Program Management Center (PMC) will activate task collection for the selected organizations. For District Staff or CAO efforts, the local PLAS Administrator will turn on the feature.

The task collection feature is designed to gather a more detailed level of data for select organizations (CAOs, groups, branches, teams, etc.) for short periods of time. Selecting the time period and the organizations involved will be determined by the effort's initiator.

Where does the list of tasks come from? Each PLAS Process code is tied to a One Book chapter. Each One Book chapter includes a list of tasks performed in accomplishing processes. The study director may select any or all of those tasks necessary to meet the needs of a particular project or analysis.

How does task collection work? On the PLAS Timecard screen, when you chose a Process for which tasks have been defined, another box showing the list of tasks appears. After selecting the appropriate task, you complete the rest of the Timecard line as normal. Note: Task collections will be limited both in terms of duration and the number of DCMC organizations involved.

Notice that this task listing is NOT necessarily an exhaustive list of every possible task that could be associated with the PLAS process. It simply contains those tasks designated for study. The last task in each list will contain "any/other" language to collect all other process tasks not specified for study. After selecting the appropriate task, you then continue inputting the rest of the timecard data as usual.

Detailed task collection guidance will be published in an updated edition of the PLAS Version 9.0.4 Supplemental User's Manual.

How do you, as PLAS Administrator, activate the task collection feature for your organization?

The task collection feature has been installed in PLAS. Selecting the Maintenance tab from the main PLAS menu and choosing the 'Local Process Show' option will open up a Task Collection screen. This screen has the typical Add, Update, Delete, Find, type functions that are so familiar from other PLAS features. After selecting the process code, you'd then add the tasks you want to use. What makes this task collection feature unique is that you also may also specify which group/ branch/ section will be participating in the collection effort. So task collection is not an all or nothing proposition for your organization. Please use this feature judiciously as it does place an additional reporting burden on your personnel. After collecting sufficient data for study, please don't succumb to the 'More Data is Better

Data' philosophy and promptly pull the plug.

Task lists will change as the One Book changes. We recommend you check with us before beginning a collection so that we may alert you to any pending task changes.

Again, see the soon to be published, updated edition of the PLAS Version 9.0.4 Supplemental User's Manual for further details.

Are any task collection efforts currently underway? Good question! Currently, DCMC HQ Process owners have three task collection efforts scheduled to begin 3 April 2000 at select organizations. They involve: Process 021- Preaward Surveys, process 041- Contract Pricing and process 085 - Supplier Quality Assurance.

Questions? Contact us at 1-888-PLASINFO or PLASHELP@dcmdw.dla.mil.

Respectfully,

Don Peterson
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